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ENG 2760 001: Intro to Professional Writing

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ENGLISH 2760: INTRODUCTION TO PROFESSIONAL WRITING

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Office hours:

INSTRUCTIONAL OBJECTIVES

English 2760 introduces the principles and practices of communication (written, oral, and visual) in professional settings. In this course, you will learn and then apply professional communication concepts. Specifically, by the end of the semester, you will be asked to demonstrate the following primary objectives:

- Use communication strategies to solve hypothetical and real workplace problems (i.e., critical thinking and problem solving)
- Adapt general professional writing principles (related to content, organization, and tone) to specific audiences, purposes, and contexts
- Use revision and editing to improve your own and others' writing
- Write college- and professional-level prose that is clear and correct
- Demonstrate understanding of basic ethical and legal considerations related to professional communication

You will also be asked to meet the following secondary objectives:

- Implement basic principles of effective document design (using basic and advanced features of computer software) to create professional, easy-to-use projects
- Use effective collaborative strategies to create a positive work environment and high-quality projects

REQUIRED MATERIALS

Harty, Kevin J. *Strategies for Business and Technical Writing*, 6th edition
Kolin, Philip. *Successful Writing at Work*, Concise 4rd edition

COURSE REQUIREMENTS

In this class, you will complete a number of writing assignments of various sizes. You will have required submission dates and will receive points for meeting deadlines and completing the assignment fully. You will NOT, however, receive grades on individual assignments. Instead, you will build a portfolio at midterm and again at the end of the semester that uses writing assignments from the class to demonstrate your success at attaining the seven learning objectives listed above. This portfolio will be the primary determiner of your grade for the semester.

You will have two client-based projects that will be completed to meet real workplace needs. The clients for these projects will provide feedback and a grade on these projects.

Throughout the semester, you will complete homework assignments that ask you to practice some basic copyediting. At the end of the semester, you will take a copyediting exam that will test your ability to correct errors and make sentences more concise.

| Assignment | % grade |
|----------------------------------|---------|
| Participation/Deadlines/Homework | 25 |
| Midterm Portfolio | 15 |
| Grades from clients | 10 |
| Final exam | 5 |
| Portfolio | 45 |

Note:

I reserve the right to make additions and alterations to this assessment breakdown should the need arise. Students will be informed in class and in writing if any changes are made.

ATTENDANCE:

According to the Secretary's Commission on Achieving Necessary Skills published by the U. S. Department of Labor, the number one reason employers cite for firing employees in their first post-collegiate jobs is absence and tardiness. Your classes, therefore, offer you an excellent opportunity to practice the professional skill of prompt attendance.

- You may use up to three days of vacation and sick time as needed. Each additional absence will reduce your semester grade by 2%.
- If you must miss a class, you are still responsible for completing homework activities, meeting assignment deadlines, and completing in-class writing assignments. Submit assignments via D2L email or dropbox, as appropriate.
- Some activities, such as submitting drafts and peer reviewing, can impact your classmates as well as yourself. You should arrange alternate methods for submitting such work when you must be absent.
- In-class worksheets, handouts, and assignment sheets will be posted on D2L. Consult with a classmate for notes you may have missed. If there is any material from the handouts or notes that you do not understand, please come to my office hours to ask questions. (Pro tip: "Can you tell me what I missed in class?" is not a good question.)

DEADLINES

Due dates for homework and assignments are listed on the course syllabus.

- Homework (work described as **Read, Complete, or Bring**) must be submitted by the beginning of class time on the date listed. Late work will not be accepted.
- **Projects** must be submitted by 11:59 pm on the date listed. Late projects will be docked 5% or 2 points, whichever is greater, each day until they are turned in.

EXPECTED CONDUCT

This class focuses on communicating in professional settings. In a workplace setting, certain types of conduct would be expected and outlined in a code of conduct. We have one here, too. In addition to your vacation/sick time, pay attention to the following course policies:

- Class correspondence (i.e., emails you send to someone in the class, including me) should be written professionally and according to the expectations of the business world. Expect to receive feedback from me on the style, content, and organization of your emails.
- You are expected to convert your documents as necessary to be able to work on them in class. I will give you advice and out-of-class assistance at your request, but I expect you to have a basic understanding of computer programs and/or the willingness to spend time out of class learning features of software that will improve the appearance of your documents.
- Keep copies of all work you produce for this class. Do not store assignments only on a single flash drive. If I have given you a hand-written evaluation on an assignment or activity, save that evaluation until you have received your final grade in the course. You will be allowed to consult handouts, graded assignments, and textbooks during the final exam, so keep your course materials well organized in anticipation of using them later.
- Class time is for doing work related to the course. Limit your use of email, the internet, cell phones, etc. to course-related work during class time.
- Although assignments will not receive individual grades and you might choose not to include some assignments in your portfolio, you must submit all of the assignments labeled "Projects" in order to pass the course.
- Scholarly integrity and ethics--students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct. Violations will be reported to the Office of Student Standards. If you are in doubt of the appropriate way to identify your source, check with me before turning in the assignment. If you have any questions regarding appropriate handling of sources, collaboration, or past work, talk with me before turning in an assignment.

WRITING CENTERED COURSE

The proposal (and possibly some other assignments) will meet the requirements of the Electronic Writing Portfolio (EWP). If you choose to submit an assignment from this course to the EWP, you must do so **by Thursday, November 30**. Please visit the following web address for information on the submission process: <http://www.eiu.edu/~assess/ewpmain.php> (scroll down for student information).

INFORMATION FOR STUDENTS WITH DISABILITIES

Most accommodations may be easily met in this class. If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 206, or call (217) 581-6583 to make an appointment.

THE STUDENT SUCCESS CENTER / WRITING CENTER

Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call (217) 581-6696, or go to Ninth Street Hall, Room 1302.

Students who would like assistance with writing assignments from this or any other course may go to the Writing Center. The Writing Center works with students from all disciplines, majors, and academic backgrounds at any stage of the writing process. To make an appointment, call (217) 581-5929, or go to Coleman Hall, Room 3110.